

# DFC Training and Assessment Portal

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## Manual for Fellows

### Introduction

The DFC training and assessment portal is supposed to initially support the courses in Denmark and eventually the courses in the South.

When you log on, you will find

- (i) your **fellowship course**
- (ii) an **e-learning centre**, and
- (iii) an **assessment centre**

In your **course**, a calendar will give you an overview of the course modules; further, you can download your training materials and upload your assignments to the course provider.

In the **e-learning centre** you will find the e-learning module ***Planning for Change and Action Planning***, which will support your understanding of project planning and preparation of your Action Plan during your course.

The **assessment centre** is used to evaluate your course. You will find the following documents here:

- a **pre-course questionnaire**, which you must complete **before** arriving in Denmark. The pre-course questionnaire provides relevant information to the course provider and to DFC
- an **end-of-study questionnaire**, which you must fill in at the end of your course, and finally
- a **post-course questionnaire**, which you will be asked to complete 6 months after the end of your course; the purpose with this questionnaire is to measure the effect of the course

This manual will show you how to:

1. Access the portal
2. Fill in the pre-course questionnaire
3. Access and go through the e-learning module on ***Planning for Change and Action Planning***
4. Upload and download course materials
5. Create blogs and chat

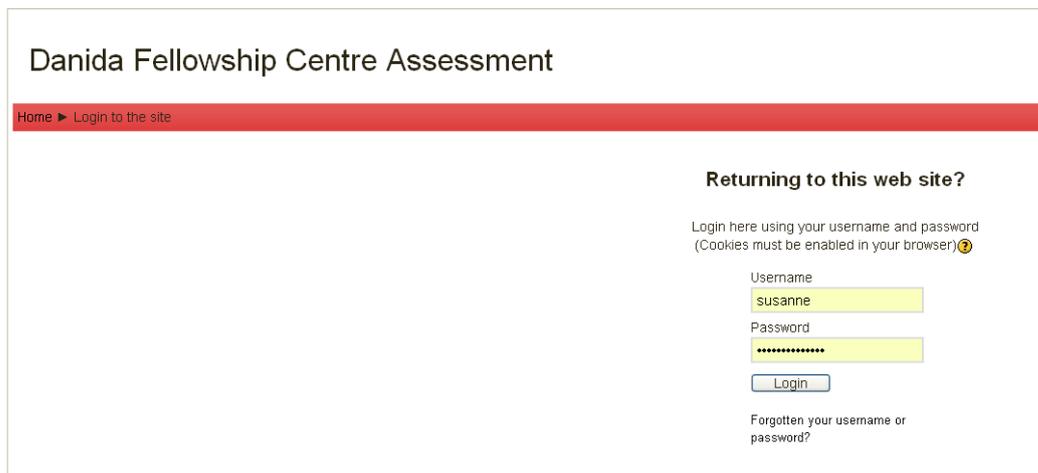
First, we ask you to log on and fill in the pre-course questionnaire and go through the e-learning module **before** your course starts. Please follow the instructions on the pages to follow.

## 1. How to access the DFC Training and Assessment Portal

- Go to: <http://dfc-assessment.dk/>



- Select the **log in** button, and fill in your **username** and **password**, which you have received by email from DFC, on the following screen:

The image shows the login page for the Danida Fellowship Centre Assessment portal. The page title is "Danida Fellowship Centre Assessment". Below the title is a red navigation bar with the text "Home ► Login to the site". The main content area is white and contains a section titled "Returning to this web site?". Below this title, there is a message: "Login here using your username and password (Cookies must be enabled in your browser)". There are two input fields: "Username" with the value "susanne" and "Password" with a masked password "\*\*\*\*\*". A "Login" button is located below the password field. At the bottom of the login section, there is a link: "Forgotten your username or password?".

When you have logged in, you will be asked to change your password. Your new password must be at least **six characters long**.

Here you may also request a new password, if you have forgotten the one sent to you.

When you have changed your password, you are taken to the front page of the portal.

You are logged in as: Suzanne Krogh-Hansen (Logout)

## Danida Fellowship Centre - Training and Assessment Portal

The screenshot shows the front page of the Danida Fellowship Centre Training and Assessment Portal. The page is divided into several sections:

- Left sidebar:** Contains navigation menus for Courses, Main menu, Navigation, and Settings.
- Top right:** A welcome message and a calendar for October 2012.
- Center:** A 'Site news' section with a 'Welcome' message by Susanne Krogh-Hansen, dated Thursday, 4 October 2012, 11:57 AM. The message welcomes users and lists three questionnaires: Pre-course, End-of-study, and Post-course.
- Bottom section:** A table of 'Available courses' with three entries: Assessment Centre, E-learning centre, and Generic Fellowship Course - Climate Change.

**Navigation Menu (Left Sidebar):**

- Courses
  - Assessment Centre
  - E-learning centre
  - Generic Fellowship Course
  - Climate Change
  - Knowledge Sharing Centre for Course Providers
  - Utility Course
  - All courses ...
- Main menu
  - Site news
- Navigation
  - Home
  - My home
  - Site pages
    - Participants
    - Blogs
    - Notes
    - Tags
    - Calendar
    - Reports
  - Site news
  - My profile
  - My courses
  - Courses
- Settings
  - Front page settings
  - Turn editing on
  - Edit settings
    - Users
    - Filters
    - Backup
    - Restore
    - Questions
  - My profile settings
  - Site administration

**Site News (Center):**

**Welcome**  
by Susanne Krogh-Hansen - Thursday, 4 October 2012, 11:57 AM

You have now entered the DFC Training and Assessment portal. We hope that the portal will help you get the most possible out of your Danida Fellowship Course.

You are kindly requested to complete the **e-learning module** available to you in the **e-learning centre**, and you also need to fill in the **pre-course questionnaire** which you will find in the **assessment centre**.

Read the rest of this topic(114 words)...

[Edit](#) | [Delete](#)  
Discuss this topic (0 replies so far)

**Available courses**

Course Name	Description
<b>Assessment Centre</b>	The Assessment Centre contains 3 questionnaires: <ol style="list-style-type: none"><li><b>Pre-course questionnaire</b>, which assists in establishing a baseline for measurement of the course effect. Please fill in this questionnaire <b>before</b> you start on your fellowship course.</li><li><b>End-of-study questionnaire</b>, which provides DFC with information of your immediate reaction of the fellowship course. The questionnaire should be filled in <b>before</b> termination of your fellowship course.</li><li><b>Post-course questionnaire</b>, which provides data on competence development of the course participants and provides DFC with information to measure effect(s) of the course. This questionnaire should be filled in <b>6 months</b> after your fellowship course.</li></ol>
<b>E-learning centre</b>	This Centre contains e-learning modules with specific relevance to fellowship courses.
<b>Generic Fellowship Course - Climate Change</b>	This course is an example of a Fellowship Course to support course providers in developing their own fellowship courses. The Course includes examples of various types of course files to illustrate the possibilities of the system.

This is where you can access the different sections of the Portal (at the top left hand corner).

The screenshot shows the 'My courses' menu, which is a red header with a white background. Below the header, there are three items listed: 'Corporate Social Responsibility', 'E-learning centre', and 'All courses ...'.

**My courses**

- Corporate Social Responsibility
- E-learning centre
- All courses ...

## 2. How to fill in the Pre-course Questionnaire

Click on the **assessment centre**, and you will see the **pre-course questionnaire** for your course.

Click on the questionnaire and answer the questions by marking on a scale 1-6, where 1 is a very basic understanding and 6 is a very good understanding:

**NB: Your responses are anonymous.** The purpose of the questionnaire is to generate a **baseline** for later evaluation of the course, and not to evaluate the individual fellows.

	View	Advanced settings	Questions	Preview		
🗨️						
<b>Pre-course questionnaire (template)</b>						
*1	<b>Key Gender concepts</b> Please rate your knowledge and understanding of gender related theories, concepts and approaches in international policy and legislative frameworks before you attended the course					
	1	2	3	4	5	6
To what degree do you know and understand gender related theories and concepts?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what degree are you aware of achievements and set-backs related of international policy frameworks related to gender equality?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what degree are you able to distinguish between Women in Development (WID) projects and Gender and Development (GAD) programmes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

When you have completed the questionnaire, press submit:

**Submit questionnaire**

Press **continue**, and you will be taken to an overview of your responses:

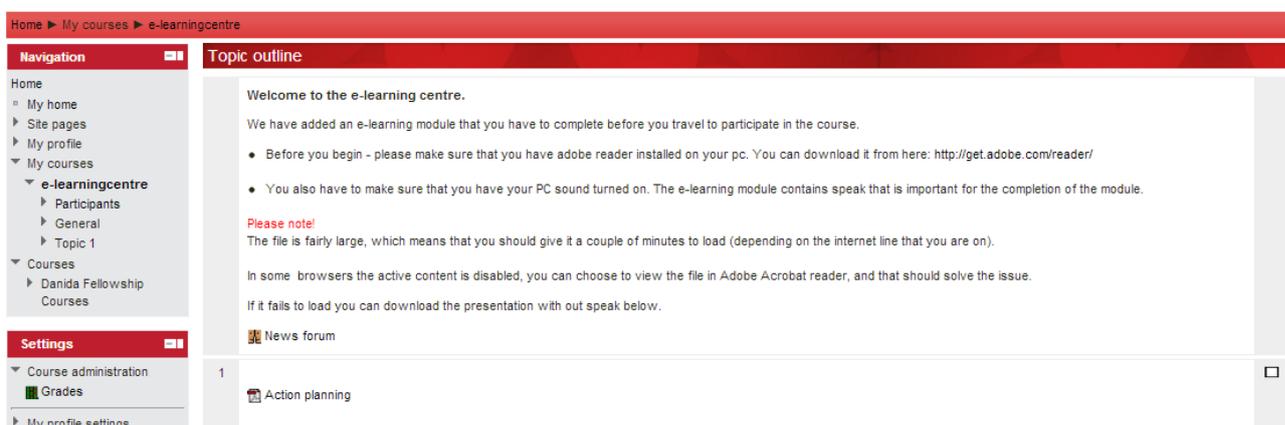
	View	Your responses- view 1	All responses (1)	Advanced settings	Questions	Preview
	View Default order	View By Response	All your responses	Download in text format		
<b>Your 1 response(s)</b>						
<b>Pre-course questionnaire (template)</b>						
1	<b>Key Gender concepts</b> Please rate your knowledge and understanding of gender related theories, concepts and approaches in international policy and legislative frameworks before you attended the course					
	<b>Average rank</b>					
	1	2	3	4	5	6
To what degree do you know and understand gender related theories and concepts?	■					2.0
To what degree are you aware of achievements and set-backs related of international policy frameworks related to gender equality?	■					4.0
To what degree are you able to distinguish between Women in Development (WID) projects and Gender and Development (GAD) programmes?	■					2.0
2						

### 3. How to access and go through the E-learning Module on *Planning for Change and Action Planning*

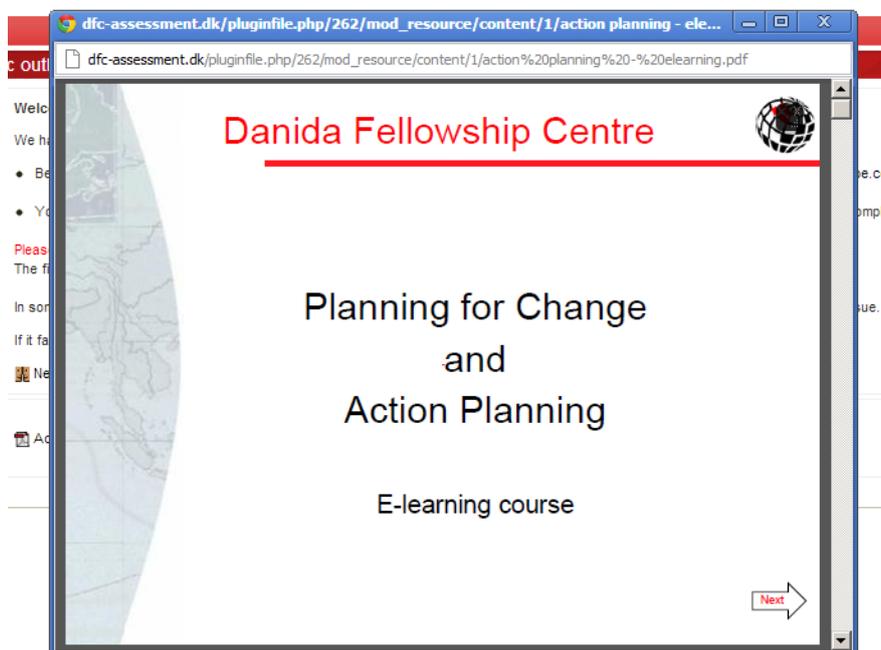
On the front page of the Portal, you have direct access to the e-learning centre:



When you have clicked on the title you have accessed the e-learning module that we require you to complete **before** you arrive in Denmark.



Click on the training module and it will open as a **pdf file** in a new window. Please note that the file is fairly large. Please also make sure that you have the sound turned on your PC to hear the speak.



#### 4. How to access your Course

To access your course, please click on the title of your course:

My courses

E-learning centre

This Centre contains

**Corporate Social Responsibility**

Facilitator: Heidi Hjorth



You will now see a **course overview** with the main course components.

Topic outline

##### Welcome to Corporate Social Responsibility

Dear course participants,

We are happy to welcome you on the course page of Danida Fellowship Course on Corporate Social Responsibility.

The page is currently being prepared for your arrival in Denmark. Until then we urge you to conduct the following:

1. Fill in the DFC pre-course questionnaire (open for your response during the period 5-19 October),
2. Go through an e-learning module on Planning for Change and Action Planning,
3. Fill in the Grontmij pre-course survey (using this link: <http://www.surveymonkey.com/s/FSZX6HN>)

We look forward to seeing you here in Copenhagen on the 29th October.

 News forum

#### 5. How to download Training Materials from your Course

To download training materials from your course, please click on the document title:

##### **Various material for the first week**

Please note that all the materials are related to the topic. A more detailed introduction to the first week and the files may be developed, if re

 CC screening note

 Climate Change Screening note, Danida 2005

 Action plan



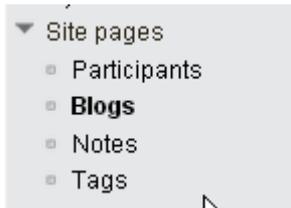
Your click on the document title will automatically initiate the downloading.

## 6. How to blog and add Topics to the Discussion Forum

The system allows you to write blog posts or chat with other DFC fellows.

### a) To make a blog post

1) Go to the site page/blogs:



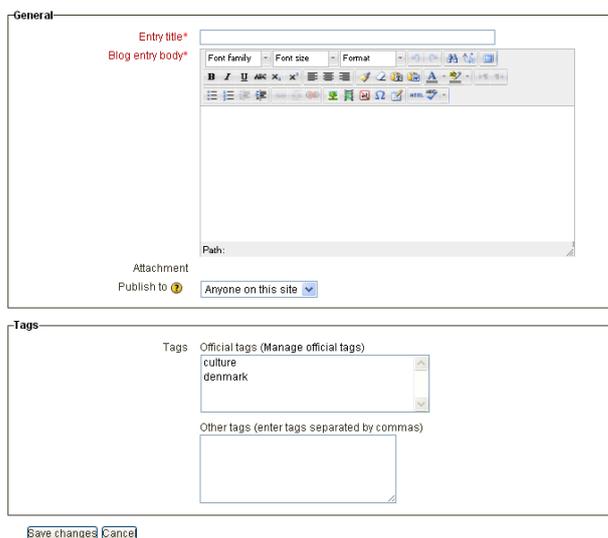
2) Press: Add a new entry

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### Site blog: DFC-assessment

Add a new entry

3) Fill in the fields:

A screenshot of a web form for creating a blog entry. The form is divided into two main sections: 'General' and 'Tags'.  
In the 'General' section, there is a text input field for 'Entry title\*' and a larger text area for 'Blog entry body\*'. Below the text area is a 'Path:' field. At the bottom of this section, there is an 'Attachment' section with a 'Publish to' dropdown menu set to 'Anyone on this site'.  
In the 'Tags' section, there is a 'Tags' field with a list of 'Official tags (Manage official tags)' containing 'culture' and 'denmark'. Below this is a text input field for 'Other tags (enter tags separated by commas)'.  
At the bottom of the form, there are two buttons: 'Save changes' and 'Cancel'.

4) And press

**Save changes** **Cancel**

### b) To discuss various topics you can add to the discussion forum in the course:

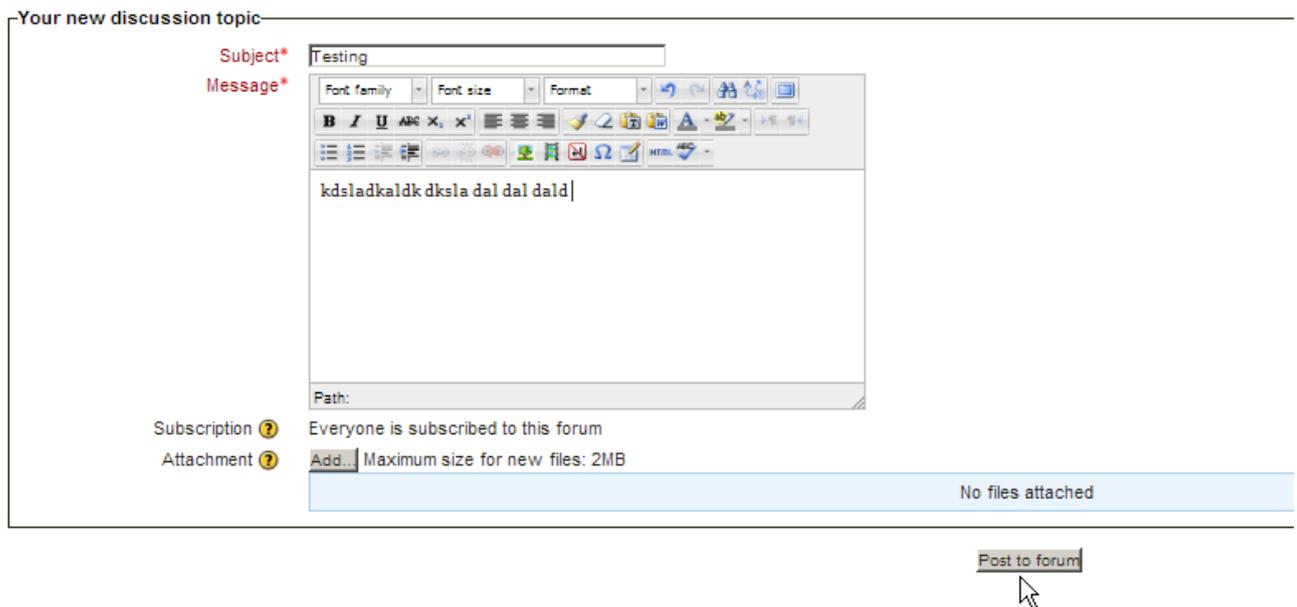
1) Go to the course:

Generic Fellowship Course - Climate Change

Welcome to the Climate Change course, this is where you can find all the various information and course material etc. .... (tilføjer selv en relevant kursusbeskrivelse)



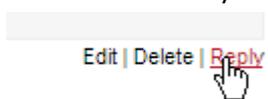
2) Fill in the relevant fields:



And press “Post to forum”, this takes you to the post and any other threads in the discussion forum:



This is also where you can edit, delete or reply to a post:



We hope the Portal will support your learning during the course; please do not hesitate to contact us, should there be anything you would like to have explained in more detail in relation to your use of the Portal; kindly write to us on [dfc@dfcentre.dk](mailto:dfc@dfcentre.dk).